



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	<b>BOARD OF CLINICAL SOCIAL WORK EXAMINERS</b>
MEETING DATE AND TIME:	<b>Monday, October 17, 2011 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon Building
MINUTES APPROVED	11/21/2011

#### **MEMBERS PRESENT**

Fran Franklin, Professional Member, **President**  
Philip Thompson, Professional Member, **Vice President**  
Sandra Bisgood, Public Member, **Secretary**  
Rochelle Mason, Professional Member

#### **DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Eileen Heeney, Deputy Attorney General  
Jessica Williams, Administrative Specialist II

#### **MEMBERS ABSENT**

Yen-Anh Gibson, Public Member  
Florienda Scott-Cobb, Professional Member  
Kyla Teed, Public Member

#### **ALSO PRESENT**

Dr. Delores Finger-Wright, Delaware State University  
Walter Kalman, NJ Chapter of the NASW  
John Shuford, NASW  
Mary Jean Weston, NJ Chapter of the NASW

#### **CALL TO ORDER**

Dr. Franklin called the meeting to order at 9:09 a.m.

Ms. Bisgood made a motion, seconded by Dr. Franklin, to amend the agenda to include the Board/Commission Board Member Training as well as reviewing the previously tabled correspondence from J&K Seminars. Motion unanimously carried.

#### **REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the September 19, 2011 minutes for approval. Mr. Thompson made a motion, seconded by Ms. Mason, to approve the minutes with a correction noted. Motion unanimously carried.

#### **NEW BUSINESS**

### Presentation from Walter Kalman, Executive Director of the NJ Chapter of the NASW

Mr. Kalman and Ms. Weston addressed the Board regarding the procedures that New Jersey currently has in regards to multilevel licensure and approved supervisors. In 2004, only LCSW's were eligible to become a supervisor. In order to be an approved supervisor, they must complete a 20 hour supervisory course, have at least three years of experience and must have a current license in the state of New Jersey. Once a supervisor completes the program, the certification does not expire. Mr. Kalman informed the Board that supervisor training will occur in Delaware in the future. There is a national registry through the NASW, which can provide individuals with information to locate a certified supervisor.

Mr. Kalman and Ms. Weston encouraged the Board to continue to research multilevel licensure for Delaware. They feel that multilevel licensure provides the opportunity to better protect the public, because all levels would be licensed and regulated within the state.

### Investigative Update

Ms. Williams informed the Board that 21 cases have been closed since 2004, and that there are 9 cases that are currently open, including the two that will be assigned today.

### Assign Complaints

Complaint number 31-06-11 was assigned to Mr. Thompson.

Complaint number 31-07-11 was assigned to Ms. Mason.

### Review Meeting Dates for 2012

The Board reviewed the meeting dates for 2012 and will continue to meet on the third Monday of the month, with the exception of holidays, and will not meet in August or December.

### Review of Application to Sit for the ASWB Exam – Blair Catlin

Mr. Thompson made a motion, seconded by Ms. Bisgood, to approve the application to sit for the ASWB exam for Blair Catlin. Motion unanimously carried.

### Review of Application to Sit for the ASWB Exam – Jacqueline Branche

Mr. Thompson made a motion, seconded by Ms. Bisgood, to approve the application to sit for the ASWB exam for Jacqueline Branche. Motion unanimously carried.

### Review of Application to Sit for the ASWB Exam – Frances Horzempa

Mr. Thompson made a motion, seconded by Ms. Bisgood, to approve the application to sit for the ASWB exam for Frances Horzempa. Motion unanimously carried.

### Review of Application to Sit for the ASWB Exam – Jason Levin

Mr. Thompson made a motion, seconded by Ms. Bisgood, to approve the application to sit for the ASWB exam for Jason Levin. Motion unanimously carried.

Review of Application to Sit for the ASWB Exam – Sandra Milivojevic

Mr. Thompson made a motion, seconded by Ms. Mason, to approve the application to sit for the ASWB exam for Sandra Milivojevic, contingent upon receipt of an updated verification from Tennessee. Motion unanimously carried.

Review of Application to Sit for the ASWB Exam – Christine Moretti

Mr. Thompson made a motion, seconded by Ms. Mason, to table the application to sit for the ASWB exam for Christine Moretti, based on the fact that the disposition of a criminal charge was unknown on her criminal background report; as a certified copy of the final disposition is necessary. Motion unanimously carried.

Review of Application for Licensure by Reciprocity – Cathy Woodward

Mr. Thompson made a motion, seconded by Ms. Mason, to table the application to sit for the ASWB exam for Cathy Woodward, based on the fact that the disposition of a criminal charge was unknown on her criminal background report; as a certified copy of the final disposition is necessary. Motion unanimously carried.

Board/Commission Member Training on November 18, 2011

Ms. Williams informed the Board of the Board/Commission Member Training which will be held on November 18, 2011, at the Duncan Center in Dover; more information will follow regarding registration.

**UNFINISHED BUSINESS**

Review Draft Regarding Revisions to the Statute and Rules and Regulations

This item was tabled until the November meeting.

Review Draft of Non-LCSW Supervisory Form

The Board reviewed the proposed draft of the form that will be required if an applicant is not supervised by a LCSW. Dr. Franklin made a motion, seconded by Ms. Mason, to approve the form with the noted changes and the final draft of the form will be reviewed during the November meeting. Motion unanimously carried.

Draft Letter to Stake Holders Regarding Proposed Revisions to the Statute and Rules and Regulations

Ms. Heeney prepared the draft of the letter to stake holders, which was circulated for the Board's review. The Board will review the draft in more detail and will be prepared for discussion during the November meeting. Mr. Thompson will e-mail Ms. Williams the list of stake holders that was previously created.

### Discussion Regarding the Draft of Proposed Legislation for the Treatment of Minors

This item was tabled until the November meeting.

### Review Request to Reopen Case from Arneice Ritchie Regarding the Proposal to Deny Hearing Held on July 18, 2011

The Board reviewed correspondence submitted from Ms. Ritchie requesting to reopen her case from the proposal to deny hearing held on July 18, 2011. Ms. Ritchie also submitted supervisory notes from her previous supervisor for the Board to review. Mr. Thompson made a motion, seconded by Ms. Mason, to reopen Ms. Ritchie's case and schedule a continuance of the proposal to deny hearing for the November meeting, and that Ms. Ritchie submit documentation regarding her job description as well as performance evaluations, during the period of which the supervision occurred, during the hearing. Motion unanimously carried.

### Discussion Regarding the Previously Proposed to Deny Applications (Mayer and Morgan)

Ms. Williams informed the Board that questions have been raised regarding the required hours for one to one supervision. Ms. Heeney reviewed the statute as well as the rules and regulations which did not delineate if the one to one supervision had to occur over the two year period or specifically during the 1600 hours of direct supervision. Mr. Thompson informed the Board that the previous practice has been that the applicant obtains the one to one supervision over the two year period. Dr. Franklin made a motion, seconded by Ms. Bisgood, to continue with the previous practice and to have Ms. Heeney send letters to Ms. Mayer and Ms. Morgan informing them that the one to one supervision is obtained throughout the two years of supervision. Motion unanimously carried.

### Review Previously Tabled Correspondence from J&K Seminars

Ms. Williams informed the Board that she received additional information regarding the webinars that are provided by J&K Seminars. The information was circulated for the Board to review. The Board reviewed the documentation regarding the webinars and made the determination that they would not count as in-person ce's.

### **CORRESPONDENCE**

There was no correspondence for the Board to review.

### **OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

There was no other business before the Board.

### **PUBLIC COMMENT**

Mr. Shuford addressed the Board with comments regarding the regulatory and statutory changes. He urged the Board to explore their options for when an applicant can sit for the exam (i.e. directly after graduation, prior to graduation, etc). Mr. Thompson explained to Mr. Shuford, that the required two years of post masters experience is an extra layer of knowledge for the applicants. While there may potentially be an increase in passing scores in certain areas of the exam, there will be a decrease in other areas of the exam.

Ms. Weston addressed the Board and suggested that, in regards to the applicant whose supervisor passed away, that the Board ask the applicant questions pertaining to the questions that the supervisor would have had to attest to on the supervisory reference form.

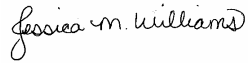
### **NEXT MEETING**

The next meeting will be held on November 21, 2011 at 9:00 a.m. in Conference Room A.

### **ADJOURNMENT**

Mr. Thompson made a motion, seconded by Ms. Mason, to adjourn the meeting. Motion unanimously carried. There being no further business before the Board, the meeting adjourned at 11:41 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Williams".

Jessica Williams, Administrative Specialist II  
Delaware Board of Clinical Social Work Examiners